

**MINUTES
OF THE WORK SESSION OF THE
EDINA CITY COUNCIL
HELD AT CITY HALL
APRIL 20, 2010
5:00 P.M.**

Mayor Hovland called the meeting to order at 5:00 p.m. in the Community Room of City Hall. Answering rollcall were Members Bennett, Brindle, Swenson, Housh and Mayor Hovland. Staff attending the meeting was Ceil Smith, Assistant to the City Manager and Dr. Karen Gustafson from Personnel Decisions International, Consultant.

Mayor Hovland said the purpose of the meeting was to visit with PDI and introduced Dr. Karen Gustafson from PDI. He asked if there were questions, and then directed Ms. Smith to call Harry Brull of PDI on a conference phone so that Mr. Brull could be part of the meeting. At the direction of the Mayor Mr. Brull led the discussion based upon a memorandum he had prepared.

Mr. Brull and the Council discussed the portion of the hiring process ~~allowed for~~ designed to gather citizen input. He noted it was important for the Council to define what they hoped to achieve from gathering the input. The Council indicated they wanted to: gather citizen opinion regarding the type of ~~qualities and skills person~~ desired for the manager ~~and to~~ educate the public as to the role of the manager. ~~and the qualities of the manager.~~

Mr. Brull then brought up the issue of format of the meeting and what the Council envisioned. It was suggested that there be an advertisement of the meeting in an effort to get a large group of citizens to attend. Mr. Brull said the meeting would be started off with a power point about the roles of the Manager and the Council and Mayor. Member Bennett noted that the length of power point was important. Mr. Brull agreed, and noted that this is a listening not a teaching session. ~~He continued~~ that the introduction would be two to three minutes in length, that the residents would be asked to fill out a card that would ask, what do you see as a priority in desired qualities of a manager, and would further ask for name and address and interest in serving on a panel for interviewing. Member Housh asked how confidentiality would be maintained though the process. Mr. Brull described a system of numbering the candidates similar to what he did for Eden Prairie. The Mayor posed the question as to how to handle the actual meeting. Mr. Brull noted that it would be problematic if people didn't talk or talked too long, so it would be up to PDI staff to identify that the purpose of the meeting would be to focus on ~~the following issues~~, challenges for the city manager, ~~and~~ qualities of the manager, and to limit the talking time of those who want to speak. Other comments from the Council included: would there be a window of time if someone wanted to speak again; the length of the meeting; accepting input via e-mail. Member Swenson asked if PDI wanted the Council to be present. Mr. Brull thought was good for the Council Members to come and be part of the group, but PDI would run the meeting. Other comments were: ~~what about cable; the meeting would be taped for web and TV viewers~~, the meeting should be two hours in length and that speakers should be limited to three minutes in an effort to keep it moving; ~~what about the issues the Manager is graded on as a topic~~. Mr. Brull noted that he was willing to offer his telephone number so that residents could call him with their input. Mr. Brull felt that the meeting would not have to go longer than two hours. He also noted that a date in May should be picked to hold the meeting.

The next issue for discussion was Staff Input. Mr. Brull noted that he would receive input from not only Department Heads but the rest of the staff as well. He said that he would hold a meeting for Department Heads and would schedule two meetings for the rest of the staff which would be conducted similarly to the meeting held for resident input. Mr. Brull noted that ~~one the~~ benefit of having multiple meetings for the staff was ~~learning the differences between the thoughts of the members of different departments. comparing the responses from one meeting can be compared to the results of the other meeting which will allow the Council to see the consistencies and inconsistencies between the staff groups.~~ Ms. Smith will work with the staff to set dates for the meetings.

The next issue was Council input. It was determined the input from the Council will be done at a work session. The Council and Mr. Brull agreed to meet on May 4, 2010 at 4:30 p.m. The purpose of this meeting will be for the Council to provide Mr. Brull their thoughts as to the qualities and type of background they ~~would be were~~ looking for in a new manager. ~~Consensus was to use the League of Minnesota Cities city manager evaluation form as a guide for discussion.~~

Mr. Brull next started a discussion about Recruitment and Selection. He noted that he would send a job announcement to the League of Minnesota Cities to be posted on their website and send out recruitment letters to cities with a population of 10,000 and greater in the five-state area. As part of the discussion was the area of the recruitment, Mr. Brull's recommendation was to target the general search in Minnesota, Wisconsin, Iowa, North and South Dakota. Mr. Brull noted that it was likely that the City would receive applications from beyond the five-state area. Also discussed was should the search be limited to just City

Managers. It was determined that because of background and knowledge of Minnesota governmental financing, Mr. Brull will limit the recruitment primarily to city managers and city department heads, Mr. Brull advised that there will be predetermined qualifications in the job announcement and recruitment letter plus a brief description of the City. There was a question as to targeting recruitment and would Mr. Brull be willing to accept nominations of individuals by Council Members, Mr. Brull said he would look into any names given to him as potential candidates.

Resume screening was the next item for discussion. Mr. Brull noted that using background and experience, PDI would do the initial rough cut of resumes that were received. In order to further cut the resumes PDI will request ~~a written piece~~ supplemental information from each candidate who made it past the first rough cut. The candidates will be asked to write about what they do and their accomplishments, it as noted that it will require building in two weeks into the process for this written piece. Mr. Brull said the next step in screening the remaining resumes was to have the Council as individuals ~~to~~ each review the resumes and supplemental information ~~the written piece~~ and to have each member respond individually to him with their recommendations for a short list. ~~Member select their choices to be considered to continue in the process, by doing this, then there can be a selection of candidates who were picked by the largest number of Council Members, it is this group of candidates that will go to the next phase of the process.~~

After a brief discussion as to when the City Council Members would see the candidates' assessment, it was determined that the Council Members would see the assessments before they interview the candidates.

Mr. Brull next talked about the interviewing process, and noted at this point there would be six to seven semi-finalists to interview. Interviews will be conducted by a panel made up of members of the community selected from the group that showed interest in serving on a panel at the citizen input meeting. He also noted that the panel could include citizens from different areas of the community i.e., business, education, faith community. There was a discussion as to size of the panel, and should questions be developed by the public. Mr. Brull commented that ~~the size of~~ the panel can be of any size and for larger groups one or two persons ask the questions and the rest of the panels listen. He went on to note that questions for the various panels will be prepared by PDI based on the input from the respective groups at earlier meetings. Mr. Brull noted that there will be interviews done by a panel made up of department heads and a panel made up of staff members. Mr. Brull pointed out that the selection of staff members to serve on the panel can be accomplished by department heads allowing peers within their departments to select who will serve on the panel from their department. Mr. Brull said that there would be training of each panel by PDI prior to conducting interviews.

The next item for discussion was the selection and interview of the finalist candidates. He stated that PDI would provide qualitative and narrative information from the three interview panels for the Council to use in helping them to determine who will be the three finalists ~~will be~~. Once the finalists ~~have been were~~ selected they will go through a complete assessment at PDI which will include an evaluation of managerial skills, intelligence and psychological evaluation. PDI will prepare a report of each candidate's results and include a background check and check of references with each report. Mr. Brull noted that the reports prepared by PDI were not public data. There was some discussion of the timing of the interviews and consideration of doing the three interviews in one evening. There was a question as to listening to public input about the interview of the finalists to which Mr. Brull indicated there would be no public input about the interviews.

A tentative timetable was outlined:

- Community, staff, Council input sessions in May; recruitment, resume screening, supplemental information sent and received in June;
- Interviewing of semi-finalists and finalists information to the Council in July; and
- Council interviews/decision in August.

Mayor Hovland adjourned the meeting at 6:45 p.m.

Respectfully submitted,

Ceil Smith, Assistant to the City Manager

Minutes approved by Edina City Council, May 6, 2010.

James B. Hovland, Mayor